

ROUTING AND TRANSMITTAL SLIP

Date

25 JAN 1983

TO: (Name, office symbol, room number, building, Agency/Post)

Initials

Date

1. *EO/DOA*

JM 24 JAN 1983

2.

3. *D/OIS*

4.

5.

| Action | File | Note and Return |
|--------------|----------------------|------------------|
| Approval | For Clearance | Per Conversation |
| As Requested | For Correction | Prepare Reply |
| Circulate | For Your Information | See Me |
| Comment | Investigate | Signature |
| Coordination | Justify | |

REMARKS

1-3: Allen: Pls prepare reply for DDA's signature. Thanks.

B.A. - cc to D/OIS. 25 JAN 1983 done

[Signature]

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

EO

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

* GPO : 1981 O - 361-529 (148)

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25 MAY 1983

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REMARKS

1. Action has been assigned to D/OIS.

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FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

EO/DDA

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
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General
Services
AdministrationInformation Security
Oversight
Office

Washington, DC 20405

January 18, 1983

DD/A Registry

83-0235

DD/A REGISTRY
FILE: 70-4

Mr. Harry E. Fitzwater
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Fitzwater:

Since its inception the Information Security Oversight Office (ISOO) has been interested in the possibility of standardizing certain information security forms, with the objectives of enhancing security, reducing costs and simplifying usage. During 1980-81, ISOO gathered sufficient data to show that the standardization of some security forms could be approached as a practical and cost-savings measure. During the development of E.O. 12356, therefore, I sought explicit authority to develop and prescribe standard security forms. This authority is contained in Section 5.2(b)(7) of Executive Order 12356, which became effective on August 1, 1982.

The work associated with the initial stages of implementation of the new information security system has prevented the ISOO staff from devoting time to the standardization effort. Now that the transition to the new system is proceeding smoothly, I have decided to make the standardization of forms one of ISOO's top priorities. For this purpose I want to establish an interagency working group to be chaired by Ethel Theis, ISOO Senior Program Analyst, and including representatives of the Departments of State, Treasury, Defense, Justice and Energy, the Central Intelligence Agency and the General Services Administration. I invite you to designate a representative knowledgeable in the area of information security and related subjects to serve on this working group. Please furnish the name of your representative to Ms. Theis at 535-7259.

The initial meeting of the working group will be held on February 9, 1983, at 10 a.m. in Room 3110, General Services Administration Building, 18th and F Streets, N.W., Washington, D.C. An agenda for the meeting will be mailed to you on or about February 1, 1983. Please call Ms. Theis at the above number or me at 535-7251 if you have any questions.

Sincerely,

STEVEN GARFINKEL
Director

cc: Catherine Foss

83-0235